



Department of Housing and Community Development

October 8, 2010

NOTIFICATION OF VACANCY

**HOME PROGRAM COMPLIANCE SPECIALIST
(Program Administration Specialist I)**

POSITION #00369

LOCATION:

DHCD

**600 E. MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$42,000 - \$46,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a highly skilled individual to fill a Compliance Specialist position. The selected individual will manage HOME rental monitoring and compliance processes including maintaining the monitoring and compliance information system, providing technical assistance to rental project sponsors, property managers, and helping to assure overall compliance with HOME program regulations. Duties: Set-up projects in the monitoring system, gather and review rent and occupancy reports, schedule property inspection, report and document results on compliance and monitoring activities and communicate results of activities. Resolve compliance issues, conduct rental compliance training, develop and manage the process for expiring rental properties and perform additional duties as assigned.

QUALIFICATIONS GUIDE:

Strong knowledge and experience with federal housing programs. Experience with program compliance and monitoring. Experience in the analysis of data and reports. Significant problem solving abilities and capacity to apply problem solving to program specific situations. Strong written and oral communication skills. Demonstrated ability to read, interpret and apply state and federal laws, guidelines and regulations; to manage multiple and diverse program requirements and meet a variety of deadlines. Strong computer skills required including ability to develop and use complex spreadsheets and databases. Experience with HOME rental property compliance and monitoring is preferred. Degree in housing, urban and regional planning, sociology, community development, public administration, public policy, or related field or equivalent combination of training and experience preferred. Must be willing to travel. Valid driver license required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, OCTOBER 22, 2010, 5:00 p.m. EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.